

POSITION DESCRIPTION				1. Agency PDCN 80088000	
2. Reason for Submission Redescription <input type="checkbox"/> New Reestablishment <input type="checkbox"/> Other		3. Service HQ <input type="checkbox"/> Field <input checked="" type="checkbox"/>	4. Empl Office Location	5. Duty Station	6. OPM Cert #
Explanation (Show Positions Replaced)		7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests <input type="checkbox"/>	
				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status Competitive <input type="checkbox"/> <input checked="" type="checkbox"/> Excepted (32 USC 709) SES (Gen) <input type="checkbox"/> SES (CR) <input type="checkbox"/>	11. Position is Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> <input checked="" type="checkbox"/> Neither	12. Sensitivity 1-Non-sensitive <input type="checkbox"/> 2-Noncrit Sens <input type="checkbox"/> 3-Critical Sens <input type="checkbox"/> 4-Special Sens <input type="checkbox"/>	13. Competitive Level
		14. Agency Use ENL			
15. Classified/Graded by a. US Office of Pers Mgt <input type="checkbox"/> b. Dept, Agency or Establishment <input checked="" type="checkbox"/> c. Second Level Review <input type="checkbox"/> d. First Level Review <input type="checkbox"/>					
Official Title of Position		Pay Plan	Occupational Code	Grade	Initials Date
Aircraft Pneudraulic Systems Mechanic		WG	8268	11	mhd 28 Feb 95
16. Organizational Title (if different from official title)			17. Name of Employee		
18. Dept/Agency/Establish - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision -			c. Third Subdivision - d. Fourth Subdivision - e. Fifth Subdivision -		
19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.			Employee Signature/Date (optional)		
20. Supervisory Certification - I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations. Name and Title of Immediate Supervisor Signature/Date			Name and Title of Higher-Level Supervisor or Manager (Optional) Signature/Date		
21. Classification/Job Grading Certification - I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standard applies, consistently with the most applicable published standards. MARVIN H. DALLEY Personnel Management Specialist Signature/Date //signed// 28 Feb 95			22. Position Classification Std's Used in Classifying/Grading Psn USOPM JGS for Aircraft Pneudraulic Systems Mechanic, WG-8268, Sep 74; NGB Job Grading Guide for Small Shop Chief Positions, Jul 93.		
INFORMATION FOR EMPLOYEES - The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the USOPM. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the USOPM.					
23. Position Review	Initials	Date	Initials	Date	Initials Date
a. Employee (Opt)					
b. Supervisor					
c. Classifier					
24. Remarks: Released from NGB-HR-WC, ID # CRA95-1002, 28 Feb 95					
%	#1 Skill	Shred	Sub	%	#2 Skill
%	#3 Skill	Shred	Sub	%	#4 Skill
25. Description of Major Duties and Responsibilities (SEE ATTACHED)					

25.

[1]

a. INTRODUCTION:

The purpose of this position is to serve as shop chief over a small organizational segment in a maintenance function with responsibility for the overall shop operation. One or more employees who perform work in the Aircraft Pneudraulic Systems Mechanic, WG-8268-10, occupation are assigned to the shop.

b. DUTIES AND RESPONSIBILITIES:

(1) Plans and lays out work to be accomplished in the shop which is then completed by the technician and lower graded mechanic(s). Determines approaches, methods and courses of action required to accomplish the mission of the shop in an effective and efficient manner. Independently determines appropriate maintenance procedures. Estimates time, equipment and material requirements. Devises and maintains plans and records. May provide recommendations and input to supervisor concerning personnel actions such as performance appraisals, awards, position description changes, disciplinary actions, and leave.

(2) Performs the full range of shop work.

(3) Implements safety regulatory requirements. Ensures that other workers in the shop wear appropriate safety equipment and follow pertinent safety precautions.

(4) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies.

(5) Performs other duties as assigned.

c. SKILL AND KNOWLEDGE:

In addition to the knowledge and skills found at the journeyman level, the ability to plan and accomplish a functional shop maintenance program is essential. Requires skill in surveillance and troubleshooting techniques.

d. RESPONSIBILITY:

Supervisor provides general instructions, time frames, policies, and priorities; is available for technical guidance and assistance on unusual or controversial problems; and relies on the incumbent to control work operations and accomplish adequate quantity and quality of work. Incumbent determines approaches, methods and courses of action required to accomplish the mission of the shop in an

effective and efficient manner. Work is reviewed for efficient and economical accomplishment within priorities and control received.

e. PHYSICAL EFFORT:

Physical effort is the same as that required for other mechanic(s) in the shop.

f. WORKING CONDITIONS:

Working conditions are the same as for other mechanic(s) in the shop.